

SUBJECT: Procedures for Processing Zoning Applications

EFFECTIVE DATE: March 2004

POLICY NUMBER: PL - 009

POLICY SUMMARY

APPLICATION SUBMITTAL AND CASE FILE SET UP CHECKLIST

REZONING

Does the applicant have?

- A complete legal description and application
- A certified list of property owners within 200 ft. (K.G. or V.K.)
- A payment (see Comprehensive Fee Schedule) for the application fee

Need Schedule Typed
Need Vicinity Map
(Prepared by us)

No Site Plan Required

REZONING TO PLANNED COMMERCIAL (Exact Same as PDD except the fee amount)

Does the applicant have?

- A complete legal description and application
- A certified list of property owners with 200 ft. (K.G. or V.K.)
- A payment for the application fee
- A site development plan (6 copies)

Need a site plan, a vicinity map, a schedule and a checklist in file

REZONING TO A PDD

Does the applicant have?

- A complete legal description and application
- A certified list of property owners within 200 ft. (K.G. or V.K.)
- A payment for the application fee
- A site development plan (6 copies)

Need a site plan, a vicinity map, a schedule and a checklist in file

CONDITIONAL USE PERMIT

Does the applicant have?

- A complete legal description and application
- A list of property owners within 200 ft. (K.G. or V.K.)
- A payment for the application fee
- A site plan (4 copies)

Need a site plan, a vicinity map and schedule

***Rezoning Applications don't have plans attached. Planned commercial (PC-1 - PC-7), PDD and Conditional Use Applications require a site plan. Plat applications require plat drawings.

VARIANCES & APPEALS

Does the applicant have?

- A legal description for property
- Completed application with written responses to all questions under Item 15.
- A list of property owners within 200 ft. (K.G. or V.K.)
- A payment for the application fee
(The determination that a project can be reviewed for an administrative variance must be made by staff prior to the applicant submitting his application).
- A site plan (1 copy)

Need a site plan, a vicinity map and schedule

CERTIFICATE OF COMPATIBILITY

Does the applicant have?

- A legal description and completed application
- Site plan and photographs of area being improved
- A site plan (4 copies)
- No fee necessary

Need Vicinity Map and adjacent Property Owners
Need Schedule Typed (Prepared by us)